

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: CHIEF INVESTMENT OFFICER	
DATE CLASS ESTABLISHED: 12/01/2002	DATE OF LAST REVISION: 11/13/2008
SELECTION METHOD: NON-STATUS, NON-COMPETITIVE	SALARY: (MIN-MID) \$9,322 - \$11,652 GRADE: Z

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Must be a graduate of a college or university with a **master's degree in accounting, business administration, economics, public administration or a related field or Juris Doctor**

EXPERIENCE: Must have more than seven years of multiple asset class professional experience with a large scale (assets of at least \$5 billion) investment program, trust department, brokerage firm or related field.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: None

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
CFA Designation preferred.

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides overall general direction for all functions within fixed and equity asset divisions with the major and highly technical program responsibility of purchase/sell transactions; serves as primary designated fixed/equity asset advisor to the Investment Committee; reports directly to the Investment Committee on all investment related matters; and performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Develops and implements policy/procedures regarding enforcement of state and/or federal laws, rules and regulations. Provides general guidance through subordinates, confers with and provides technical assistance, advice and interpretation of rules and regulations, policies/procedures to the Investment Committee, external money managers, chief officers, other division directors, attorneys, financial institutions regarding asset allocation, distribution, purchases, sells, custodial issues, plans, development, implementation, evaluation, legal questions and furnishes written opinions or assigns, under direct supervision, such requests to staff members. Determines effectiveness and appropriateness of existing policies/procedures, laws and regulations. Responsible for budget management functions of the division/agency which includes budgeting activities, accounting requirements, compliance with state and federal financial requirements and maintenance of accounting records through auditing. Represents the division or agency on task forces, committees, councils or meetings as assigned. Plans, develops, initiates and evaluates research projects such as allocation and reporting procedures, evaluations, custodial services, etc. Ensures efficient operations of asset program(s). Uses PC and various other pieces of office equipment.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.